



DEPARTMENT OF THE ARMY
HEADQUARTERS, 442D SIGNAL BATTALION
FORT GORDON GEORGIA 30905

COMMAND POLICY LETTER

ATZH-LCB

27 August 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Policy Memorandum #1 - Open Door Policy

1. PURPOSE: This policy memorandum establishes an open door policy for all Soldiers and civilians assigned or attached to the 442d Signal Battalion.
2. Every Soldier and civilian assigned or attached to the unit either in a permanent party or student status has the right to discuss any issue with me. I highly encourage everyone to use their chain of command for any concerns or recommendations. However, if you do not feel comfortable using your chain of command, are not satisfied with the results of discussions with your chain of command or have a topic to discuss outside of their capacity to assist then feel free to utilize this policy
3. Appointments can be made through the Battalion Commander's secretary at 791-2516. It is not necessary to disclose the subject matter of the meeting in order to obtain an appointment.
4. EFFECTIVE DATE: This policy replaces Commander's Policy Memorandum #1, dated 8 July 2013.

Ready Rapid Reliable

//ORIGINAL SIGNED//
ERIC A. ANDERSON
LTC, SC
Commanding

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